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MICHAELSON & WALLACE  
*A Partnership of Intellectual Property and Technology Lawyers*

# Sector  
k3

June 19, 2001

**PATENT APPLICATION**

Peter L. Michaelson  
NJ, NY, PA, AK Bars

Robert M. Wallace  
CA Bar

Christopher R. Balzan  
CA Bar

Eric J. Aagaard  
CA Bar

Janet M. Skafar  
CA Bar

Arthur L. Liberman  
D.C. Bar

John T. Peoples  
NJ Bar

Edward M. Fink  
NJ, NY, D.C. Bars

Ronald L. Drumheller  
NY Bar

Jeremiah G. Murray  
Patent Agent

Commissioner for Patents  
Washington, D.C. 20231

Sir:

In response to a "Notice to File Missing Parts of Nonprovisional Application" (Formalities Letter) we received in connection with the following US patent application:

Applicants: **Kenneth S. ARAUJO, Reginald P. BEST,  
Christopher P. DOUGLAS,  
Devin J. HEITMUELER, Siuling C. ZHANG**

Title: **APPARATUS AND ACCOMPANYING METHODS FOR PROVIDING, THROUGH A CENTRALIZED SERVER SITE, A SECURE, COST-EFFECTIVE, WEB-ENABLED, INTEGRATED VIRTUAL OFFICE ENVIRONMENT REMOTELY ACCESSIBLE THROUGH A NETWORK-CONNECTED WEB BROWSER**

Serial No.: **09/808,404** Filed: **March 14, 2001**

Attorney Docket No.: **Netilla-7/APP**

We enclose the following material herewith:

- XX** Postcard receipt;  
**XX** Our check in the amount of \$ 460.00 to cover the basic filing fee of \$ 355.00, the surcharge under 37 CFR 1.16(e) in the amount of \$ 65.00, and assignment recordation fee of \$ 40.00;
- XX** Application Data Sheet;  
**XX** Executed Declaration (2 pp);  
**XX** Power of Attorney (5 pp);  
**XX** Assignment with Recordation Form Cover Sheet to Netilla Networks, Inc. (8 pp); and  
**XX** Copy of Formalities Letter (Notice to File Missing Parts of Nonprovisional Application) issued in connection with this application.

NJ Office (Reply to):

Parkway 109 Office Ctr.  
328 Newman Springs Rd.  
P.O. Box 8489  
Red Bank, NJ 07701  
Tel: 732-530-6671  
Fax: 732-530-6584/5  
Videoconference:  
732-224-0132 (ISDN)

Offices also in:

Ventura, California  
Silicon Valley, California

We have also enclosed the following items in connection with this application:

- XX** "No Additional Claim Fee" Transmittal Letter;
- XX** Preliminary Amendment with substitute abstract;
- XX** Marked-up Specification (pages 1-85);
- XX** Substitute Specification (pages 1-84);
- XX** Substitute Claims (pages 1-11);
- XX** Submission of Corrected Formal Drawings (2 pp); and
- XX** Formal drawings (Twenty (20) sheets of corrected drawings - FIGs. 1-18).

In the event, we have indicated that a check is enclosed and this check is missing, is for an insufficient amount or is unacceptable in any way, please charge the applicable fees to our Deposit Account Number **13-3083**. A copy of this letter is also enclosed herewith.

Respectfully submitted,

MICHAELSON & WALLACE

*Peter L Michaelson*  
Peter L. Michaelson, Attorney  
Reg. No. 30,090  
(732) 530-6671

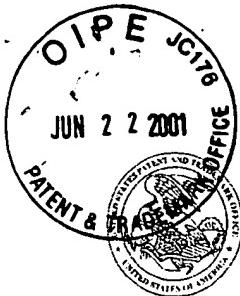
**CERTIFICATE OF MAILING under 37 C.F.R. 1.8(a)**

I hereby certify that this correspondence is being deposited on **June 19, 2001**, with the United States Postal Service as first class mail, with sufficient postage, in an envelope addressed to the Commissioner for Patents, Washington, D.C. 20231.

*Peter L Michaelson*  
Signature

*30,090*  
Reg. No.

(n7msg/11/ks)



# UNITED STATES PATENT AND TRADEMARK OFFICE

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COMMISSIONER FOR PATENTS  
UNITED STATES PATENT AND TRADEMARK OFFICE  
WASHINGTON, D.C. 20231  
[www.uspto.gov](http://www.uspto.gov)

APPLICATION NUMBER	FILING/RECEIPT DATE	FIRST NAMED APPLICANT	ATTORNEY DOCKET NUMBER
09/808,404	03/14/2001	Kenneth S. Araujo	Netilla-7/APP

**CONFIRMATION NO. 3677**

007265  
MICHAELSON AND WALLACE  
PARKWAY 109 OFFICE CENTER  
328 NEWMAN SPRINGS RD  
P O BOX 8489  
RED BANK, NJ 07701

## FORMALITIES LETTER



\*OC000000005999183\*

Date Mailed: 04/24/2001

## NOTICE TO FILE MISSING PARTS OF NONPROVISIONAL APPLICATION

### FILED UNDER 37 CFR 1.53(b)

#### *Filing Date Granted*

An application number and filing date have been accorded to this application. The item(s) indicated below, however, are missing. Applicant is given **TWO MONTHS** from the date of this Notice within which to file all required items and pay any fees required below to avoid abandonment. Extensions of time may be obtained by filing a petition accompanied by the extension fee under the provisions of 37 CFR 1.136(a).

- The statutory basic filing fee is missing.  
*Applicant must submit \$ 355 to complete the basic filing fee and/or file a small entity statement claiming such status (37 CFR 1.27).*
- The oath or declaration is missing.  
*A properly signed oath or declaration in compliance with 37 CFR 1.63, identifying the application by the above Application Number and Filing Date, is required.*
- To avoid abandonment, a late filing fee or oath or declaration surcharge as set forth in 37 CFR 1.16(e) of \$65 for a small entity in compliance with 37 CFR 1.27, must be submitted with the missing items identified in this letter.
- **The balance due by applicant is \$ 420.**

The application is informal since it does not comply with the regulations for the reason(s) indicated below.

The required item(s) identified below must be timely submitted to avoid abandonment:

- Substitute drawings in compliance with 37 CFR 1.84 because:
  - drawing sheets do not have the appropriate margin(s) (see 37 CFR 1.84(g)). Each sheet must include a top margin of at least 2.5 cm. (1 inch), a left side margin of at least 2.5 cm. (1 inch), a right side margin of at least 1.5 cm. (5/8 inch), and a bottom margin of at least 1.0 cm. (3/8 inch);
- An Abstract not to exceed 150 words in length, commencing on a separate sheet (37 CFR 1.72(b)).

05/26/2001 AZERGAW1 00000020 09808404  
 355.00 00  
 65.00 00  
 01 FC:201  
 02 FC:205

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*A copy of this notice **MUST** be returned with the reply.*

*EJ*

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Customer Service Center

Initial Patent Examination Division (703) 308-1202

PART 2 - COPY TO BE RETURNED WITH RESPONSE



IN THE UNITED STATES  
PATENT AND TRADEMARK OFFICE

**PATENT APPLICATION**

Applicants: **Kenneth S. ARAUJO, Reginald P. BEST,  
Christopher P. DOUGLAS, Devin J. HEITMUELER,  
Siuling C. ZHANG**

Case: **Netilla-7/APP**

Serial No.: **09/808,404** Filed: **March 14, 2001**

Group Art Unit: **2661** Confirmation No.: **3677**

Examiner:

Title: **APPARATUS AND ACCOMPANYING METHODS FOR PROVIDING,  
THROUGH A CENTRALIZED SERVER SITE, A SECURE,  
COST-EFFECTIVE, WEB-ENABLED, INTEGRATED VIRTUAL  
OFFICE ENVIRONMENT REMOTELY ACCESSIBLE THROUGH A  
NETWORK-CONNECTED WEB BROWSER**

COMMISSIONER FOR PATENTS  
Washington, D.C. 20231

Attn.: Official Draftsperson

S I R:

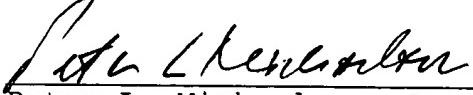
**SUBMISSION OF CORRECTED FORMAL DRAWINGS**

In response to the "Notice to File Missing Parts  
of Nonprovisional Application" (Formalities Letter) dated  
April 24, 2001, the applicants have submitted herewith

Twenty (20) sheets of corrected formal drawings (Figs. 1-18) in connection with the above-captioned application.

Respectfully submitted,

June 18, 2001



Peter L. Michaelson, Attorney  
Reg. No. 30,090  
Customer No. 007265  
(732) 530-6671

MICHAELSON & WALLACE  
Counselors at Law  
Parkway 109 Office Center  
328 Newman Springs Road  
P. O. Box 8489  
Red Bank, New Jersey 07701

**CERTIFICATE OF MAILING under 37 C.F.R. 1.8(a)**

I hereby certify that this correspondence is being deposited on **June 19, 2001**, with the United States Postal Service as first class mail, with sufficient postage, in an envelope addressed to the Commissioner for Patents, Washington, D.C. 20231.

  
\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Reg. No.

(n7scfd/11/ks)



#3

IN THE UNITED STATES  
PATENT AND TRADEMARK OFFICE

**PATENT APPLICATION**

Applicants: **Kenneth S. ARAUJO, Reginald P. BEST,  
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COMMISSIONER FOR PATENTS  
Washington, D.C. 20231

S I R:

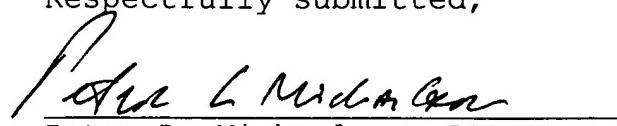
I believe that no additional claim fee is required for the accompanying Preliminary Amendment submitted in connection with the above-captioned application.

In the event a fee is due, kindly charge that fee to my deposit account number 13-3083. To facilitate that

charge, a duplicate copy of this letter is enclosed herewith.

Respectfully submitted,

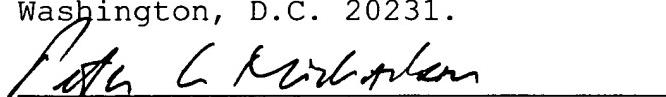
June 18, 2001

  
Peter L. Michaelson  
Peter L. Michaelson, Attorney  
Reg. No. 30,090  
Customer No. 007265  
(732) 530-6671

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Counselors at Law  
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Peter L. Michaelson  
Signature 30,090  
Reg. No.

(n7t1/11/ks)